

### Warehouse Evaluation: Packing and Transportation Tender

<b>Date of inspection:</b>	<b>Inspector:</b>
<b>Company name and address:</b>	<b>Tel:</b>
<b>Name of Head Office Contact</b>	<b>Tel:</b>
<b>Name of on-site Representative at meeting</b>	<b>Tel:</b>
<b>Warehouse name and address (if different)</b>	<b>Tel:</b>
<b>Name of on-site contact</b>	<b>Tel:</b>

Exterior of the premises	WAREHOUSE		BONDED STORE (if located separately from warehouse)	
1. Outside perimeter is neat and clean?	YES	NO	YES	NO
2. Any piles of Garbage/Junk visible/accumulating in loading/unloading area?	YES	NO	YES	NO
3. Security fence in good condition?	YES	NO	YES	NO
4. CCTV cameras visible?	YES	NO	YES	NO
5. Is the overall exterior condition acceptable?	YES	NO	YES	NO

Interior Condition of the warehouse/s	WAREHOUSE		BONDED STORE (if located separately from warehouse)	
1. Aisles between racking are clear?	YES	NO	YES	NO
2. Evidence of leaking roof?	YES	NO	YES	NO
3. Warehouse is clean and free of debris?	YES	NO	YES	NO
4. Any signs of insects/rodents?	YES	NO	YES	NO
5. Free of dampness?	YES	NO	YES	NO
6. Good ventilation?	YES	NO	YES	NO
7. CCTV cameras visible:	YES	NO	YES	NO
8. What type of hazardous materials are stored?				
How are they stored?				
9. Is the overall interior condition acceptable?	YES	NO	YES	NO

Packing Material/Equipment			
1. Wood treated according to ISPM15 standards?	YES	NO	
2. Tri-walls available?	YES	NO	
3. Banding available at residence?	YES	NO	
Type of banding?	Metal	Plastic	
Seals attached at residence?	YES	NO	
4. Boxes available?	YES	NO	
5. Packing accessories and tools available?	YES	NO	
6. Uniformed crew?	YES	NO	
7. Platform scale in the warehouse?	YES	NO	
Frequency of calibration –minimum every 6 months:			

8. Portable scales available	YES	NO
Frequency of calibration –minimum every 6 months:		
9. Is the packing material of acceptable standard?	YES	NO

Safety and Security	WAREHOUSE		BONDED STORE (if located separately from warehouse)	
1. CCTV cameras?	YES	NO	YES	NO
2. 24 hour Guards?	YES	NO	YES	NO
3. Alarm systems?	YES	NO	YES	NO
4. Alarm connected to Armed Response Team? <b>Service Provider Warehouse:</b> <b>Service Provider Bonded Store:</b>	YES	NO	YES	NO
5. Fire Prevention Control Plan in Place?	YES	NO	YES	NO
6. Fire Detection system? E.g. smoke alarms	YES	NO	YES	NO
7. Sprinkler system?	YES	NO	YES	NO

Fleet			
1. Is the fleet outsourced or owned?		OUTSOURCED	OWNED
2. Tracking system?	<b>Service Provider:</b>	YES	NO
3. Pre-Trip vehicle inspection done before vehicle departs?		YES	NO

Damaged Cargo		
1. Do you take pictures when you receive damaged cargo	YES	NO
2. Do you notify the client of damages?	YES	NO
3. Do you provide a damage report to the client?	YES	NO
4. Do you have a claims process when damages were due to own negligence?	YES	NO

Summary		
1. Do you fully understand the terms and conditions of this tender?	YES	NO
2. Can you confirm that you are able to meet all terms and conditions as laid out in the tender?	YES	NO
3. Are you affiliated with any other offerors for this tender?	YES	NO
4. Do you have any questions?	YES	NO

Additional comments

## Pre-Warehouse Evaluation Questionnaire: Packing and transportation tender

If the bonded store is located separately from the normal warehouse, a separate form needs to be completed for the bonded store.

*Tick the applicable boxes*

Type: ☐ Warehouse      ☐ Bonded Store      ☐ Warehouse & Bonded Store located on the same premises

a) Company name and address:	Tel:
b) Name of Contact for this Tender:	Tel: E-mail address:
c) Name of on-site Representative that will meet the team for the inspection:	Tel: E-mail address:
d) Warehouse name and address (Where cargo will be stored):	Tel:
e) Name of warehouse on-site contact/Manager:	Tel: E-mail address:
f) Bonded Store Name and address [if different from d) above]:	
g) Name of bonded store on-site contact/Manager [if different from e) above]:	Tel: E-mail address:

### Please answer prior to inspection

1. Number of staff?	Office:	Warehouse:
2. IATA certification? (International Air Transport Association)		YES    NO
3. FIDI (The Federation of International Movers) or IAM (International Association of Movers) Certification?		YES    NO
4. ISO Certification? (International Organization for Standardization)		YES    NO
5. Swaziland Road Freight Association affiliated?		YES    NO
6. Forwarding License?	Y / N / Using an agent	
Forwarding Agent Name:		
7. Importer Broker License?	Y / N / Using an agent	
Import Agent Name:		
8. Warehouse rented/owned?      RENTED – lease expires:	Lease space	Owned
If leasing space – name of warehouse*		
9. Size of the warehouse?	M2	
10. Functioning Generators on site?	Y / N	
11. Ability to load/unload dock high	Y / N	
12. Pest control up to date? **	Y / N	
Frequency of fumigation – minimum every 6 months.		
13. Fire Extinguishers/sprinkler service up to date? ***	Y / N	
Last serviced:                      Next Service:		
14. Bonded Store available? *		
If using a different warehouse – name of warehouse*		
15. Dedicated space for Embassy cargo	Y / N	
16. Insurance to cover in-transit/in-store	Y / N	
17. Any objection to RSO check?	Y / N	
18. Do you fully understand the terms and conditions of this tender?	YES	NO

\*Warehouse and Bonded store must be visited as part of the evaluation.

\*\* **Attach** Pest control certificate/s

\*\*\* **Attach** Fire extinguisher/sprinkler inspection certificate/s